



County of Galveston

Human Resources

JOB POSTING NOTICE

Galveston County is seeking a new Budget Analyst for the Professional Services Department! The right candidate will be responsible for performing specialized duties in support of county budgeting management operations.

JOB TITLE: Budget Analyst

DEPARTMENT: Professional Services

SALARY: N/A

JOB GRADE: N/A

OFFICE ADDRESS:

722 Moody Avenue
Galveston, Texas 77550

OFFICE HOURS:

8:00am to 5:00pm,
Monday – Friday

PHONE: (409) 770-5418

FAX: (409) 770-5351

WEBSITE: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx>

BENEFITS:

- Medical
- Dental
- Vision
- Disability
- TCDRS Retirement
- AUL Alternate Plan

TO APPLY:

To apply please visit our website: <http://www.galvestoncountytexas.gov/hr/Pages/Jobs-Online.aspx> and fill out our online application or apply in person at 722 Moody, 3rd Floor Human Resources Office.

QUALIFICATIONS/REQUIRED SKILLS

- Bachelor's Degree in Business Administration, Finance, Accounting and/or related fields
- 1-2+ years of experience working with accounting, auditing or budget management
- Must have proficient computer skills (Microsoft Office)
- Exceptional written and oral communication skills
- Excellent skill in office organization and procedures
- Customer service skills is a MUST
- Experience operating multi-line telephone system
- Must possess a valid Texas Driver's License
- Must pass Criminal Background check

Preferred Skills (NOT Required):

- Previous experience working in county government preferred but not required
- Knowledge of county and district policies
- OneSolution software experience is a plus

RESPONSIBILITIES INCLUDE

- Develops performance measures, including workload efficiency and effectiveness measurements, benchmarks and standards.
- Advises and assists elected and appointed officials, department heads and directors with budget and management questions/problems.
- Assists in the development of the annual county budget; Examines budget submissions for completeness and accuracy.
- Researches and makes recommendations on budgetary issues; Reviews and updates investment policies and procedures.
- Schedules budget workshops for the Commissioners' Court; prepares budget workbooks for review.
- Assists in training county personnel.
- Develops and publishes large sections of the annual program budget.
- Determines investable funds and develops investment plans.
- Develops and prepares reports on investment positions and market environment; Monitors markets for trends and tendencies.
- Performs evaluations and reviews of arbitrage on bond issues.
- Executes the broker-dealer approval process; Reviews and evaluates collateral against county accounts.
- Analyzes department budgets to maintain expenditure controls and Prepares reports for the yearly county cost allocation plan.
- Able to report regularly for work and be on time and performs other duties as assigned by supervisor.

Date Posted: 12/6/2016

ADA/Equal Employment Opportunity Employer/VETS WELCOME